

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Bryce McKibben
Employing Office/Committee: Senate HELP Committee
Travel Expenses Paid by (List all sources): Association of Community College Trustees
Travel Date(s): October 17-19, 2019
Description/Title of Attached Forms: Amended Employee Post-Travel Disclosure of Travel Expenses

Purpose of Amendment (describe the reason for amending original submission):
Amending to correct amount spent by sponsor, travel dates, and itinerary.

1/27/20

(Date)

Bryce McKibben

(Signature of Traveler)

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Association of Community College Trustees

Travel date(s): Octoebr 17-19, 20109

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | \$0 | \$700.00 | \$0 | \$1,225.00 |
| <input checked="" type="checkbox"/> Actual Amount | | | | |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | | | | |
| <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Panel on Congressional priorities for HEA reauthorization (speaking), sessions on student activism, student success, education for incarcerated adults, and college affordability. Meetings with trustees from Washington State.

1/27/20 Bryce McKibben Bryce McKibben
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

1/27/20 Patty Murray
(Date) (Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Association of Community College Trustees
2. Description of the trip: Attend and present at an educational conference on community colleges and higher education policy
3. Dates of travel: October 17-19, 2019
4. Place of travel: San Francisco, CA
5. Name and title of Senate invitees: Bryce McKibben, Sr. Policy Adv. & Andrew LaCasse, Ed Policy Adv.
6. I *certify* that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

[OR]

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

[OR]

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

The proposed schedule and cross country flight would necessitate a two night stay.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Association of Community College Trustees (ACCT) is organizing an educational conference for its membership and interested parties. ACCT is the sole sponsor of the conference.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

ACCT is a membership organization and the conference benefits community college governing board members by enhancing their knowledge about issues impacting community colleges and students.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

ACCT sponsored two House committee staffers to attend and present at an educational conference in 2018 in New York City.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ACCT is the sponsor of an annual education conference on community college policy and governance

ACCT also provides educational workshops for members and publications supported by grants.

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|---|----------------------------|---------------------|------------------|-------------------|
| <input type="checkbox"/> Good Faith estimate | \$0.00 | \$700.00 | \$0.00 | \$1,225.00 |
| <input checked="" type="checkbox"/> Actual Amounts | | | | |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The event is organized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The annual conference is held in a different city annually. Cities are selected based on conference space and regional diversity.

19. Name and location of hotel or other lodging facility:

Hilton San Francisco Union Square, 333 O'Farrell St, San Francisco, CA 94102

20. Reason(s) for selecting hotel or other lodging facility:

This is the conference hotel.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The GSA per diem rate for San Francisco is \$ 299. The Hilton San Francisco Union Square is \$350 plus tax per night. Meals will not be provided. Lodging option is the same rate and cost also for the attendees.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

ACCT will not be providing transportation. Expense to be paid by committee office.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Diane Hsiung

Name and Title: Diane Hsiung, Membership Services Associate

Name of Organization: Association of Community College Trustees (ACCT)

Address: 1101 17th Street, Suite 300, Washington, DC 20036

Telephone Number: 202-775-4452

Fax Number: N/A

E-mail Address: dhsiung@acct.org

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ACCT 2019 Leadership Congress
Bryce McKibben

Bryce McKibben

Flight to San Francisco

Thursday, October 17, 2019

Alaska Airlines

Depart DC: 5:25pm

Arrive San Francisco: 8:30pm

**ACCT is not paying for airfare*

Agenda

Friday, October 18, 2019

8:00 AM – 9:00 AM

A Case Study on the Power of Students and Trustees in Systemic Reform

Golden Gate 4 - Lobby Level

This session will discuss the 2017 California enacted legislation (AB 705) which aimed at ensuring students are no longer required to take unnecessary remedial courses before accessing gateway math and English classes. This case study provides an example of how to ensure colleges know the law, students know their rights, and trustees know their responsibilities.

9:00 AM-9:15 AM

Session Break

9:15 AM – 10:15 AM

Bridges to Student Success

Golden Gate 5 - Lobby Level

College of Lake County and Waubensee Community College will present and discuss four unique programs. These programs prepare high school students for college-level math, assist high school students get a jump start on college, promote persistence and completion for African American males, and remove technology barriers for students.

10:15 AM-10:30 AM

Session Break

10:30 AM – 11:30 AM

Congressional Priorities for Reforming Higher Education

Bryce McKibben and Andrew LaCasse present

Westside Ballroom, Salon 3 - Fifth Floor

As Congress prepares to reauthorize the Higher Education Act, there are several policy areas where lawmakers are particularly focused. These include reform to accreditation, simplifying

federal student aid and loan repayment, reducing regulatory burden, and creating new institutional accountability standards. This session will provide a policy maker's perspective regarding policies being considered, as well as the timeline for potential reforms that could greatly impact community colleges and students.

11:30 AM- 12:00 PM

Session Break

12:00 PM-2:00 PM

Lunch

2:00 PM- 2:15 PM

Session Break

2:15 PM – 3:15 PM

In the Know Forum: Community Colleges Leading the Way In Prison Education

Imperial A - Ballroom Level

Over 25 community colleges throughout the United States have been offering college programs in prisons funded by the Department of Education's Second Chance Pell Grant experiment. Moreover, part of ACCT's congressional advocacy has been to support a repeal of the ban on using federal financial aid in prisons. This session will provide testimonials from colleges that have been offering college in prison programs and campus reentry services as well as two students who have participated in these programs.

3:30 PM – 4:30 PM

College Promise: Beyond the Free Tuition

Continental 2 - Ballroom Level

The session details how Los Angeles Community College District brought together 9 colleges to design and implement a high impact College Promise program at scale. It will also demonstrate how the creation of a Promise program leads to better integration and alignment with K-12 and university partners and drives regional economic development.

Bryce McKibben

Flight to D.C.

Sunday, October 20, 2019

Alaska Airlines

Depart San Francisco: 8:00 AM

Arrive DC: 4:20 PM

** Traveler is extending his trip by leaving on October 20, 2019. ACCT is not paying for any expenses associated with the extension, and ACCT is not paying for airfare."*